

**DELTA TOWNSHIP
7710 WEST SAGINAW HIGHWAY
LANSING, MI 48917**

**COMPLAINT REVIEW COMMITTEE
MEETING MINUTES
FEBRUARY 24, 2014
6:00 P.M.**

Clerk Mary R. Clark thanked everyone for joining the Complaint Review Committee and delivered the Oath of Office. Clerk Clark then turned the meeting over to Manager Richard Watkins. Richard Watkins called the meeting to order at 6:08 p.m.

Manager Watkins stated that tonight is the committee's organizational meeting and notes there has never been a Complaint Review Committee or a Non-Discrimination Ordinance. A packet was distributed to outline background and information regarding this committee. Manager Watkins stated the first order of business will be election of officers. Manager Watkins stated the positions available are Chair, Vice-Chair and Secretary that need to be formally appointed.

Committee Members Present: Richard Brown, John Boles, Peter Spadafore, and Karen Holcomb-Merrill.

Absent: Barbara Stump

Others Present: Manager Richard Watkins, HR Generalist Linda Wells

**1. Complaint Review Committee Election of Officers
a. Chair**

MR. PETER SPADAFORE MOVED TO APPOINT RICHARD BROWN AS CHAIR OF THE COMMITTEE.

MR. JOHN BOLES SUPPORTED THE MOTION.

THE MOTION PASSED 4-0 (MS. BARBARA STUMP ABSENT).

b. Vice-Chair

Chair Brown stated the floor was open for nomination of Vice-Chair.

MR. BOLES MOVED TO APPOINT KAREN HOLCOMB-MERRILL AS VICE-CHAIR.

MR. SPADAFORE SUPPORTED THE MOTION.

THE MOTION PASSED 4-0 (MS. STUMP ABSENT).

c. Secretary

Manager Watkins stated that the minutes will be submitted to the secretary before distribution to other committees.

MR. BOLES MOVED TO APPOINT PETER SPADAFORE AS SECRETARY.

MS. KAREN HOLCOMB-MERRILL SUPPORTED THE MOTION.

THE MOTION PASSED 4-0 (MS. STUMP).

2. Handbook/Ordinance Review

Manager Watkins stated that the Ordinance and Rules and Procedures were distributed and asked if there was discussion on it.

Mr. Boles asked Manager Watkins if the Ordinance was modeled after East Lansing's Non-Discrimination Ordinance. Manager Watkins stated that there were many reiterations, along with a committee.

Mr. Brown asked if there were differences between this and other communities and Manager Watkins stated there were some modifications, however it is largely the same.

3. Rules and Procedures

Mr. Brown asked whether the Committee needs to adopt the Rules and Procedures and Manager Watkins stated that the Township Board has already adopted them and these are what they will use. However, through review or use if the Committee needs to change anything, they will need to make a recommendation to the Board.

4. Meeting Schedule

Mr. Brown asked whether a meeting schedule needs to be set or whether it should be stated on record to "meet by" a specific date. Manager Watkins stated he would recommend that the meeting be set quarterly and if there is no business, the meeting could be cancelled.

Discussion ensued regarding availability and the consensus was that the best day of the week is Monday. Manager Watkins restated that if there was no

business, the meeting would be cancelled, except for the February meeting which would be considered the annual meeting.

MR. SPADAFORÉ MOVED TO ADOPT A MEETING SCHEDULE, ON THE FOURTH MONDAY OF THE MONTH ON A QUARTERLY BASIS. THE NEXT MEETING TO BE HELD IN MAY OF 2014. IF THERE IS NO BUSINESS THE MEETING WILL BE CANCELLED.

MS. KAREN HOLCOMB-MERRILL SUPPORTED THE MOTION.

THE MOTION PASSED 4-0 (MS. STUMP ABSENT).

Ms. Holcomb-Merrill confirmed however that if there were a complaint, the Committee would not wait two months to meet and Manager Watkins confirmed that there would be a special meeting called.

5. Ethics Policy

Linda Wells addressed the Committee to review the Ethics Policy and explained that it covers all employees as well as Boards and Commissions. An overview of the Ethics Policy was given. Committee members were asked to sign acknowledgment of the policy and will be required to do so yearly.

In addition there is a W-9 form that is required for processing payment for Committee Meetings. The committee members completed the W-9 and returned all forms to Mrs. Wells.

6. Communications – None

ADJOURNMENT – Chair Brown adjourned the meeting at 6:38 p.m.